



**Honorable Robert D. Berger**  
U.S. Bankruptcy Judge

**Kansas City Division**  
500 State Ave. (125)  
Kansas City, KS 66101

# Notice of Vacancy Announcement

## **UNITED STATES Bankruptcy Court** District of Kansas

<b>Position:</b>	Law Clerk to Hon. Robert D. Berger
<b>Tour of Duty:</b>	Term Clerk (subject to limitation of four years), Full Time
<b>Number of Positions:</b>	One
<b>Start Date:</b>	Oct. 2, 2017
<b>Classification Level:</b>	JSP 11 to 13 (Step 1 - exception may apply if experience includes prior federal service)
<b>Salary Range:</b>	\$60,487 to \$86,212
<b>Location:</b>	Kansas City, Kansas
<b>Opening Date:</b>	Sept. 18, 2017
<b>Closing Date:</b>	Open until filled
<b>Vacancy Number:</b>	KC17-12

### **POSITION OVERVIEW:**

The law clerk provides legal research and writing assistance to the judge; drafts orders and opinions; monitors the progress of cases and the filing of pleadings; assists in preparation for and attendance at Court sessions; acts as a liaison between chambers and members of the bar and Clerk's office staff; and performs other duties as assigned by the judge.

### **QUALIFICATION REQUIREMENTS:**

Graduate from an accredited law school. Admission to practice before highest court of a state/territory of the United States. Word processing (WordPerfect and Word) and computer-assisted legal research proficiency required. At least two years of bankruptcy/commercial law experience is preferred. Law Review experience preferred. Standing within the top 20% of law school class preferred.

### **TO APPLY:**

To apply for this position, applicants are required to submit the following items: 1) a cover letter with salary requirements, 2) a chronological resume, 3) a Federal Judicial Branch Application for Employment, and 4) two letters of reference.

The application form is available on the court's website under "Court Information" then the "Employment Opportunities" tab at: <http://www.ksb.uscourts.gov>

Complete applications should be submitted by email to:  
[ksb\\_recruitment@ksb.uscourts.gov](mailto:ksb_recruitment@ksb.uscourts.gov)

## **EMPLOYEE BENEFITS:**

A Term Law Clerk is eligible for a choice of subsidized health coverage from a variety of plans. Life insurance options, dental and vision benefits, long-term care insurance, long-term disability insurance, and flexible benefit (pre-tax) programs are also available. This position is covered under the Leave Act.

## **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

**\*\*\* THE UNITED STATES BANKRUPTCY COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***